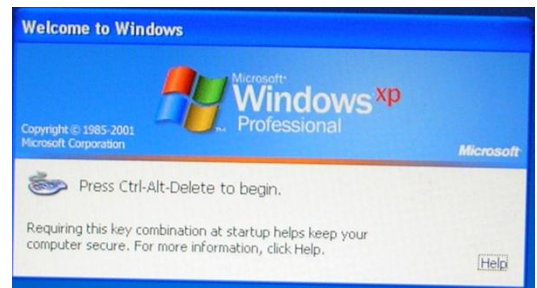


Every Student at John Glenn is given a network identity.

The advantages to you are a network folder that allows you to save your documents and gives you access to those documents on any computer in the school.

The first step is to press the **CTRL Alt and Delete** keys on the keyboard  
Note that these keys must be all held down at the same time



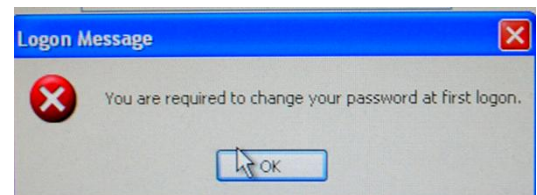
You will need to click an OK to get to this log in window

**User name** your user name is simply your first and last name with no space between the names

**Password** your password is your student ID number



For 1<sup>st</sup> time users you will be required to change your password. Click the **OK**



**Old Password** this is your student ID number  
You don't need to mess with this because it is already in with \*\*\*\*\*

**New Password** type in a new password that has 6 or more characters  
THIS PASSWORD IS CASE SENSITIVE  
ie A and a are different characters

**Confirm New Password** retype it

Click the **OK**

